

**Federal Woman's Program (FWP) Accomplishment Report for
West Virginia
Sept. 2006
Barbara Broxterman (WV-FWP)**

1. Communications:

- Attended regular Civil Right Advisory Committee meetings and teleconferences
- Sent e-mail and information to field concerning
 - 10/05 – Updated the 2006 Business Plan
 - 10/1/05 - Provided access to “Making Waves without Drowning”.
 - 10/12/05 - Sent out information concerning “Breast Cancer Awareness” and what services the local hospitals and universities can provide. I received a number of “thank you” for the reminder.
 - 11/17/05 - Bladder Cancer Awareness.
 - 2/06 - I met with the Human Resources Manager to discuss the Career Intern Program, SCEP and CRAC's involvement with recruiting.
 - 02/13/06 - Random Acts of Kindness Reminder.
 - 02/23/06 - Sent out notice on National Engineers Week and the associated web site.
 - 03/1/06 - Sent out poster, Women's History Quiz and Calendar to FO, RC&D, RD and FSA.
 - 03/7/05 – Participated in the Southeast Region Federal Women's Program Managers Teleconference.
 - 01/31/06 - Set up schedule for Mentoring Program introduction to each area and presented at the south area staff meeting WV- Mentoring Program.
 - 02/08/06 - Attended the WV Civil Rights Advisory Committee Teleconference 03/7/06 - Women's History Month Proclamation
 - 03/27/06 - E-Mail and web site Information about our Lending Library.
 - 03/30/06 – Sponsored the Movie Maninee “Iron Jawed Angel” at the SO.
 - 05/11/06 - Sent information on emergency preparedness checklist.
 - 7/8/25/06 – Sent out information on 2006 Women's Equality Day and the anniversary of women's suffrage movement to all the field offices.
 - Provided information to the Public Affairs and Marketing Specialist concerning our web-site information (on-going).

2. Working with Leadership

- Met with WV-State Conservationist, Ron Hilliard, to discuss the SEPM's role and WV-Mentoring Program.
- Chaired the sub-committee for the Volunteer Mentoring Program Guidelines for WV.
- The FWP sponsored the movie matinee “Iron Jawed Angles” which NRCS, RD and FSA employees attended for Women's History Month.
- Reviewed and commented on the Protected Group Recruitment Plan as FWPM.
- Worked on the New Career with NRCS-WV publication.

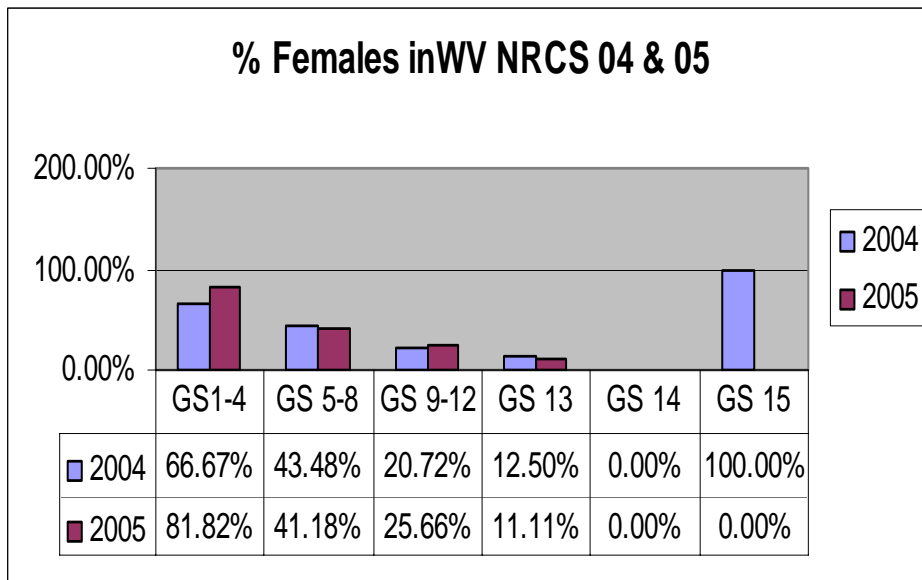
3. Recruitment, Promotions, and Recognition

- I supervised a female summer intern SCEP Hispanic student who had been awarded the Public Service Scholarship Program as a Hispanic Scholar Student Engineer, and she was appointed to a student trainee position under NRCS' Student Career Experience Program (SCEP). This program offers combined paid, study-related employment with periods of formal educational study. Students are given the chance to apply their academic studies to their on-the-job experience and earn academic credit for their work experience based on their institution's cooperative education program policy. She worked on various Engineering irrigation and structural projects while here at the state office and she was able to work a week at one of the field offices and also went on a number of trips to review some of the states Dam rehabilitation projects, preparation for the FEAT tour and look at some of the local farming operations.

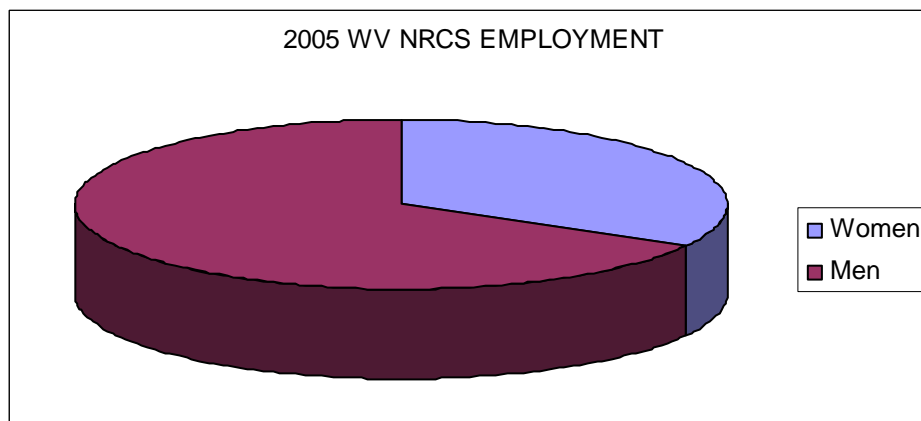


- 2005 – the number of female employees stayed the same and the number of males decreased by 4 reducing the total state number of employees to 204 positions. The chart below shows the ratio of women at various GS grade levels. The percentage of females employees in the GS 1-4 series increased the greatest amount while the GS 13, 14, and 15 series either decreased or stayed the same.

However, the overall percentages are very similar to the 2002 overall grade distribution of the agency, which reflects well on WV- NRCS.



- Of the 3 competitive promotions for GS-13 and GS-15 positions, no women were selected, although all were encouraged to apply.
- Human Resources Staff and the Public Affairs Specialist continue to develop recruitment materials.
- Information concerning the percentage of professional/non-professional women employees within our state is limited, however, on a national scale CLF Professional Series accounts for 37% female, compared to 26% at WV-NRCS.
- Of the employed WV-NRCS personnel, 33 % are female, an increase of 1% from 2004 and currently (06/2006) 32% are female, keeping the WV-NRCS ratio consistent.
- In 2005, approximately 37% of female employees were honored and rewarded with Special Cash Awards and in 2006, 50% of the women received awards or special recognition.



- In 2004 no females transferred, one retired, 3 retired, 13 were promoted and 25 received monetary and non monetary awards. However, for the current year from Oct. to June, one female employee was transferred, 8 relocated, one retired, four resigned, 7 were promoted and 30 have received monetary and non monetary awards.
- According to the “Women’s Economic Status in the States” from the institute for Women’s Policy Research, an overview of the Economic Status of WV indicates that 51% of our population consists of women. According to the statistics, of the total population, 75% are high school graduates, and 15% have bachelor degrees. Of the women employed in 2000, 30% were in a professional or managerial occupational (34th ranking by state).
- Employment outreach action is accomplished by visiting WVU Agricultural Department and Personnel and Field Offices contacting the schools throughout the state.
- The statistics for our awards and merit promotion is not available at this time for reporting.
- The CRAC team visited our 1890 school, West Virginia State. Information is routinely provided to the school concerning employment potential.

4. Outreach

- I worked on the mentoring program for WV and the notice on “Tips on Looking for a Mentor”.
- Sent out the WV-FWP Fact Sheet and had it posted on our web site.
- Submitted a non-monetary award for the extra effort our PAMS did in updating the CRAC’s web site.
- Provided an on emergency preparedness checklist to our employees and sister agencies.
- Updated our FWP library and posted the new books and video’s we have available for check-out.
- Notified NRCS employees about the FBI’s (Clarksburg) Health Fair and NWHW screening activities planned in May.
 - Coordinated with WVU Center of Excellence in Women’s Health clinic for May 14-20 and sent information out to our employees to raise awareness of Women’s Health.
 - 11/29/05 - Sent out information concerning “2006 Women’s Scholarship Fund” through Talbots Charitable Foundation
 - 12/23/05 – Sent out information about the National Park Service Summer Jobs.
 - 02/22/06 - Attended American History Month, “Celebrating Community: A Tribute to Black, Fraternal, Social and Civic Institutions”.

5. Projects

- Participated in the promotion and delivery of WV mentoring program

- All women NRCS and Sister Agency luncheon postponed due to budget constraints.
- Developed WV-Federal Women's Program Fact Sheet.

6. Youth Activities

- 2/19-23/06 - Provided information on National Engineers Week and sent out information concerning New Faces in engineering and the children's site "Cyberchase" and "Discoverengineering" at <http://www.discoverengineering.org/default.asp>
- Wanda Smith (Princeton FO) worked with 2 groups (19) girls from Mercer County High School. She introduced the girls to our WV NRCS web site and provided information about our natural resources. They were shown how to look up any of our job announcements online and access educational requirements for the different job categories. If they were interested in pursuing any careers with our agency, she provided them tips on what courses to take during high school. They were also interested in her demonstration of the clinometer and the GPS unit.
- 2/23/06 –Sent out information on "Girls in Engineering" at <http://www.eweek.org/site/News/Eweek/girlsday.shtml>

7. Women's History Month, Women's Equality Day

- I sent weekly information to the offices pertaining to Women's History Month and the motto "Women Builders of Communities and Dreams".
- 2/17/06- Sent out information concerning the NWHF Women's History poster and essay contest.
- 3/1/06 – Provided information for this year's theme and purpose to all employees.
- 03/1/06 - Sent out poster or delivered Women's History Quiz and Calendar to NRCS, RC&D, RD and FSA.
- 3/3/06 - Sent out information about Jackie Joyner-Kersey - considered the world's greatest female athlete; most decorated woman in U.S. Olympic track and field history with sixth Games medals overall.
- 3/7/06 E-mailed Women's History Month Proclamation
- 3/10/06 – Sent out information about Geraldyn (Jerrie) Cobb - record-setting aviator; first woman to pass qualifying exams for astronaut training, but in 1959 was rejected, as military did not allow female jet pilots at the time.
- 3/28/06 – Sent out information on Alice Stokes Paul who was a primary suffragist figure, generated by the feminist movement in her day and she was born 01/11/1885. She was the heroine of which the movie, "Iron Jawed Angel", is based.
- 3/30/06 – Movie Matinee "Iron Jawed Angel" at State Office.





- Planning a Women's Equality Day for Federal Employees on 8/25/06 in conjunction with Federal Women's Coordinating Committee.

8. Training

- The information for the Federal Woman's Library, (http://www.wv.nrcs.usda.gov/about/civilRights/fwp/05fwp_book.pdf), was updated and placed at the State Office. A few additional books were purchased including "Speaking to Excel" by James Amps III, whom was presenter at the SEPM conference.
- I am currently working on WV- Mentoring Program.
- I have attend the local FWCC meeting and SEPM's conference

9. Recommendations

Having the availability and ability to communicate, gather information by teleconferences, newsletters, view power point presentations, website information, e-mail messaging (<http://www.wv.nrcs.usda.gov/about/civilRights/fwp/fwpm.html>) , network and share ideas with other SEPM's, has been very helpful.

10. Attachments



Lending Library

Please note: The following books are located in the NRCS State Office, on the bookshelf to your right as you enter the main office. Please feel free to check out a book (a blue notebook is on the shelf for your signature) or request a book from Barbara Broxterman (304-284.7562 or e-mail me at Barbara.Broxterman@wv.usda.gov and I will send it to you with a return address envelope.

Skills in the Workforce

(new) Speaking To Excel; by James Amps III; copyright 2000

How to effectively communicate in person and on the podium.

Genderflex – Men & Women – Speaking Each Other's Language at Work, by Judith C. Tingley, Ph.D

Dr. Tingley shows how men and women tend to differ in what they talk about and how they talk about it. Learn adaptive communication to temporarily adopt the communication style of the "other" gender.

Women Breaking Through: Overcoming the Final 10 Obstacles at Work, by Deborah J. Swiss

Swiss offers career stories and workplace strategies of women taking control of their careers and creating change for themselves and for their organizations, not in a hostile, adversarial way but with strategies that benefit women, men and the bottom line.

Women and Leadership, Edited by National Press Publications

Essential Skills for Success in Today's Business

Dynamic Communication Skills for Women, written by Carla Brown, edited by National Press Publications

Techniques for Communicating Powerfully and Professionally

Personal Power by Arleen LaBella and Dolores Leach

The Guide to Power for Today's Working Woman

What Makes the Difference by Jan Northup, Ph.D.

Success Strategies for the "Promotable Woman"

Interesting Reads

(new) The Quotable Woman; by Carol Turkington, copyright 2000

Words of wisdom from Mother Teresa, Katherine Hepburn, Edith Wharton, Oprah Winfrey, Virginia Woolf and more.

The Girl's Book of Wisdom, Edited by Catherine Dee

Empowering, inspirational quotes from over 400 fabulous females

Pauli Murray the Autobiography

The Autobiography of a Black Activist, Feminist, Lawyer, Priest, and Poet

Why History Matters, a collection of essays written by Gerda Lerner, Robinson-Edwards Professor of

History, *Emerita*, University of Wisconsin-Madison

Jubilee by Margaret Walker; Walker tells the true story of her grandmother, an African-American Civil

War heroine

Parenting Help Books

200 Ways to Raise a Girl's Self-Esteem by Will Glennon

An Indispensable Guide for Parents, Teachers & Other Concerned Caregivers

Cherishing Our Daughters, by Evelyn Bassoff, Ph.D.

How parents can raise girls to become confident women

Power & Promise by Tim Hinds Flinders with Carol Lee Flinders, Ph.D.

Helping Schoolgirls Hold onto their Dreams, A Gender Primer for Parents & Teachers

Children's Books

The Paper Bag Princess, a story by Robert Munsch

The princess saves the kidnapped prince in this story with a humorous, spunky ending. A good read aloud book for pre-Kindergarten through 3rd grade

Amelia's Road by Linda Jacobs Altman, wonderfully illustrated by Enrique O. Sanchez

A story of how a girl in a migrant farm working family finds a favorite place

Journey Home, by Lawrence McKay, Jr.

An American girl and her mother journey to Vietnam to search for their family, where her mother had been left at an orphanage during the Vietnam War

Adolescent's Books

The House on Mango Street by Sandra Cisneros

"A coming-of-age classic" a novel of a young girl growing up in the Latino section of Chicago and her coming into her power, and inventing for herself what she will become.

Cool Careers for Girls with Animals by Ceel Pasternak & Linda Thornburg

Profiles of 10 women; Veterinarian, Zoologist, Wildlife Managers, Ostrich Farmer... plus Getting Started on Your own Career Path

Cool Careers for Girls in Engineering by Ceel Pasternak & Linda Thornburg

Profiles of 11 women; Agricultural Engineer, Civil Engineer, Mechanical Engineer, Electrical Engineer, plus a section on Getting Started on Your Own Career Path

Cool Careers for Girls in Computers by Ceel Pasternak & Linda Thornburg

10 Profiles of women with careers in the computing world, plus a section on Getting Started on your own Career Path

Reference Books

(new) America's Daughters 400 Years of American Women; by Judith Head; copyright 1999

A brief history of American Women from the 1600's until today is illustrated with 150 photographs and period drawings.

The Young Oxford History of Women in the United States

A series of 10 books plus a Biographical Supplement and Index

Vol. 1 The Tried and the True by John Demos

Native American Women Confronting Colonization

Vol. 2 The Colonial Mosaic – American Women 1600-1760 by Jane Kamensky

Rising expectations from the colonial period to the American Revolution

Vol. 3 The Limits of Independence – American Women 1760-1800 by Marylynn Salmon

Women's lives during the American Revolution

- Vol. 4 Breaking New Ground – American Women 1800-1848 by Michael Goldberg
From Suitors and Slavery to Suffrage and Seneca Falls
- Vol. 5 An Unfinished Battle – American Women 1848-1865 by Harriet Sigerman
The battle for equal rights – from Seneca Falls to Civil War
- Vol. 6 Laborers for Liberty – American Women 1865-1890 by Harriet Sigerman
Laying the groundwork for 20th-century feminism
- Vol. 7 New Paths to Power – American Women 1890-1920 by Karen Manners Smith
The Progressive Era: Marching toward freedom
- Vol. 8 From Ballots to Breadlines – American Women 1920-1940 by Sarah Janes Deutsch
From the Roaring Twenties to the Great Depression
- Vol. 9 Pushing the Limits – American Women 1940-1961 by Elaine Tyles May
From Rosie the Riveter to the Baby Boom and beyond
- Vol. 10 The Road to Equality – American Women Since 1962 by William H. Chafe
An ERA of liberation
- Biographical Supplement and Index by Harriet Sigerman
Biographies of women who appear in volumes 1 through 10 of The Young Oxford History of Women in the United States.

DVD's/AUDIO CD's

(new) DVD-Women's Rights: Justice Talking interview from NPR ; copyright 2003
Includes various discussions on Gender Wars at Center Court: Discrimination in College Athletics, Golf and Gender Discrimination, Single Sex Ed: Can Separate be Equal?

(new) DVD-A Fine and Long Tradition: NWHP Video Production; copyright 1996
A music video written and sung by Marcy Telles with background pictures of women and events in women's history, approximately 10 minutes long.

(new) DVD- Iron Jawed Angel: Winner of the the 2004 Sundance Festival.
Directed by Kastja von Garnier, this docudrama, tells the inspiring true story behind the women's rights movement in America and Alice Paul's and other women who eventually helped to change the tide of history forever. Co-starring Angelica Huston, Frances O'Connor, Julia Ormond and Molly Parker.

Leadership & Supervisory Skills for Women by National Seminars Group
6 Audio Tapes and Companion Workbook. How to build your effectiveness, impact and achievement as a woman manager or supervisor

To borrow any items in the West Virginia Federal Women's Program Library, contact:

Barbara Broxterman
High Street, Room 301
Morgantown, WV 26505
Telephone (304) 284.7562
Barbara.Broxterman@wv.usda.gov



WV-Federal Women's Program

Barbara Broxterman – WV- Federal Womens Program Manager
304-284-7562



When disaster strikes, you may not have much time to act. Prepare now for a sudden emergency. By taking simple steps to prepare your family for natural or other disasters, you can help protect your loved ones and you will be able to cope better if a disaster does occur.

There are three basic steps for disaster or emergency preparedness:

1. **KNOW** – what natural or other disasters could occur in your area and how to prepare for them. Know what your local evacuation routes (www.Fema.gov) are so that you know how to leave an area quickly.
2. **PLAN** – make an emergency plan – and give family members a copy of it. Select a meeting place, other than your home, in case it's unsafe to return to home or you are unable to. Make sure you designate an "emergency check-in" contact and teach your children the phone number for this contact.
3. **PACK** – emergency supplies to meet your needs for three days.

Evacuation Disaster Checklist

(for additional information refer to <http://www.4woman.gov/tools/disaster.cfm>;

Identification for yourself and your children

- birth certificates
- social security cards (or numbers written on paper if you can't find the cards)
- driver's license
- photo identification or passports
- welfare identification
- green card

Important personal papers

- marriage certificate or divorce papers and custody orders
- health insurance papers and medical cards
- medical records for all family members
- children's school records
- investment papers/records and account numbers
- work permits, immigration papers

- rental agreement/lease or house deed
- car title, registration, and insurance information

Funds

- cash or small denomination traveler's checks that can be cashed easily
- credit, debit and ATM cards
- checkbook and bankbook (with deposit slips)

Keys

- house
- car
- safety deposit box or post office box

A way to communicate

- phone calling card or cell phone (if possible, always have an extra, charged cell phone battery).
- Emergency check-in number for all family members in case you get separated
- list of important phone numbers

Medications and supplies

- all medicines you and your children are taking, as well as a copy of the prescriptions (if possible).
- Extra eye glasses or contact lens and supplies
- Feminine hygiene products

Things to help you cope – if you have extra room

- pictures and small keepsakes
- children's small toys or books

Essential Items

Below are essential items to get together when preparing for evacuation or disaster. Keep these items together in one safe place that you can get to if you must evacuate.

Water

- Keep at least a 3-day supply of water stored in plastic containers per person. Each person needs 1 gallon of water each day. Four family members = $4 \times 3 = 12$ gallons of stored water.

Food

- Store at least a 3-day supply of non-perishable food such as: canned meat, beans and vegetables, peanut butter or other high energy food, canned fruit

and juices, unsalted crackers, etc. Be sure to include a non-electric can opener.

- Canned pet food

Infant Care

- Baby formula if child is not breastfed
- If you have a baby or toddler and need to evacuate – don't waste precious space by trying to carry a stroller. Shirts, towels, small blankets and sheets can be used to carry a baby. The Mamatoto Project has a quick video of [how to make safe baby carriers out of household items or clothing](#).

Household supplies

- Large, sealing plastic bags (for waterproofing important papers)
- Battery-powered flashlight and radio w/extra batteries
- First Aid Kit

You may need to survive on your own after a disaster. This means having water and food sufficient to last three days. Relief workers will most likely be on the scene after a disaster but they cannot reach everyone immediately. Put together supplies disaster kit to carry with you if you evacuate or in case you need to “stay in place” and are not able to evacuate.

WV-Federal Women's Program

Barbara Broxterman – WV- Federal Womens Program Manager
304-284-7562



The Federal Women's Program (FWP) is a special emphasis management program within the Equal Opportunity Program of the federal government. The program provides a forum for all Natural Resources Conservation Service (NRCS) employees in West Virginia. Although the program focuses on women, the information disseminated and items discussed pertain to employment issues which interest and help all employees regardless of gender. The primary legal responsibility and management of the program rests with the State Conservationist.

WHY IS IT NEEDED?



- Employment and advancement barriers still exist for women; managers and other employees are often not aware of these barriers.
- Women are underrepresented at higher grade levels.
- There is limited movement of women from clerical to technical, administrative, and professional positions.

WHAT ARE THE GOALS?



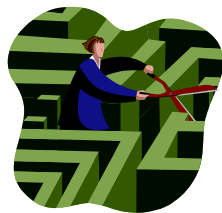
- To increase respect for the abilities and accomplishment of women employees at all grade levels.
- To address current issues of importance to women and men in today's changing world.
- To promote employee's advancement potential by providing information on career planning, upward mobility, special training, continuing education opportunities, and balancing work and family.

WHAT ARE THE OBJECTIVES?



- Eliminate barriers, customs, and attitudes that hinder women from moving into certain occupations and higher level positions.
- Improve self-confidence in women employees through education and training so they will become more competitive.
- Create an awareness of the need for greater sensitivity to co-workers' needs.
- Identify problems and solutions in recruiting, advancing, and retaining women in NRCS.
- Eliminate sexual harassment in the workplace.

WHAT CAN YOU DO?



- Work with the FWP manager and management to meet the objectives of the Federal Women's Program.
- Educate yourself about women's issues and communicate your knowledge to other employees.
- Recognize barriers and offer solutions.
- Identify obvious or potential concerns and bring them to the attention of the appropriate supervisor/manager or the FWP Manager.

If you have any questions or need help, call any of your Special Emphasis Program Managers for assistance.



West Virginia Natural Resources Conservation Service Volunteer *Mentor/ Protégé* Application

If you are interested in being a Mentor, Protégé (individual to be mentored) or both, simply, fill out the form below. If you know the name of the Mentor or Protégé you would like to work with, include their name as well (but be sure to check with them first).

Name:
Title:
__Mentor*_____ __Protégé*:_____
_____ Discussed interest in mentoring program with your supervisor.
Skills offered or requested: __ Provide or assist with opportunities for professional development __ Knowledge of NRCS Organization __ Advice or Counsel __ Opportunities for networking __ Others, list: _____
*-If you know the name of a Mentor or Protégé that you would like to work with, fill in the name, otherwise leave blank and only check which one you are requesting.
Submit to a SEPM (Special Emphasis Program Manager) or the Human Resources Manager.

All new or current employees may request a mentor at any time. The program is voluntary, and new employees are encouraged to participate.

TIPS on WHAT to LOOK for in a MENTOR

- Find someone you can respect. If you know of someone who has accomplished things that you admire, ask that person if they may be willing to mentor you.
- If your goal is to advance, seek someone about 1 or 2 grade levels above yourself.
- Look for someone who is patient and listens well.
- Look for someone who will support your goals and aspirations, who will encourage you to accept challenges and overcome difficulties.
- Find someone that will motivate and inspire you to become a more informed and valuable employee.
- If you are on the short side of retirement, find someone who is willing to share their approach to long-term retirement goals.

Refer to <http://www.wv.nrcs.usda.gov/about/civilRights/mentor/mentor.html> for mentoring information or <http://www.wv.nrcs.usda.gov/about/civilRights/sep.html>